

VACCINATOR ASSISTANT

Qualifications: Licensed medical (prefer RN, LPN, CNA, DO, PA) professionals, required training, required vaccine. Must have CPR certification.

Mission: Divide and repackage medicines for dispensing to clients, track pharmaceutical lot numbers, and maintain dispensing station.

**** Perform a self-check to identify any health conditions that would prevent you from participating in the event. If any condition presents, inform your supervisor immediately.**

Report To: POD Site Manager/Medical Operations Chief

Equipment: Pens, client information sheets

PPE: Must wear mask and face shield/safety glasses/goggles.

Immediate Duties:

- Check in with Medical Operations Chief/Event Manager
- Read this entire Job Action Guide.
- Review and familiarize self with dispensing site surroundings for work station locations, office areas, lavatories, first aid and break rooms.
- Obtain orientation.
- Assist in setting up dispensing station (pens, dispensing forms, lot # labels, client information sheets)
- Review printed/other materials on medicine dispensing.

Ongoing Duties:

- Ensure that all vaccine/medication is stored and handled according to specific manufacturer's instructions, prepare vaccine/medication to supply to vaccinator.
- Maintain adequate supply of vaccine/medication.
- Ensure labels with lot numbers are attached to the client's paperwork when dispensed.
- Provide participant with card detailing vaccination they received.
- Refer distressed, upset and anxious clients to the consultation area.
- Request any needed supplies from runner or worker in supply management.
- Track vaccine/medication supply by lot numbers, distribution, and wastage.

Extended Duties:

Assist with final site clean-up. Check out with Medical Operations Chief Participate in scheduled

debriefing sessions, as required.

SHIFT CHECKLIST:

- Report to Event Manager.
- Sign personnel checklist.
- Wear badge at all times.
- Assess vaccine supply at beginning of shift and notify Supply Manager of needs well in advance.
- Review storage and handling instructions for the specific vaccine being used with care givers/assistants before they begin a shift.
- Report to oncoming Vaccine Preparation personnel.
- Ensure that vaccine/medication is locked and secure.
- Sign off/report to Clinic Manager.

Please enter your hours after each shift at the link below. Thank you!

[SWVA MRC-Volunteer Hours & Responsibility Tracker 2021](#)